

4766-5-01

Definitions.

[Comment: For dates and availability of material incorporated by reference in this chapter of the Administrative Code, see rule 4766-5-18 of the Administrative Code.]

- (A) "Air operator" means holder of a "14 C.F.R. Part 135 Certificate."
- (B) "Aircraft" means either or both of the following:
 - (1) Fixed wing air ambulance;
 - (2) Rotorcraft air ambulance.
- (C) "AMSO" means air medical service organization as defined in division (B) of section 4766.01 of the Revised Code.
- (D) "Board" means the state board of emergency medical, fire, and transportation services as described in section 4765.02 of the Revised Code.
- (E) "C.F.R." means the "Code of Federal Regulations," which is a codification of the general and permanent rules and regulations published in the Federal Register by the executive departments and agencies of the federal government of the United States.
- (F) "DEA" means the United States drug enforcement administration.
- (G) "FAA" means the federal aviation administration.
- (H) "FCC" means the federal communication commission.
- (I) "Headquarters" means the location which a licensee operates, designated by the licensee as the location where the records described in this chapter are required to be maintained or readily available.
- (J) "HIPAA" or "Title 45 of the Code of Federal Regulations (C.F.R.) subtitle A, section 160.103 of the health insurance portability and accountability act (HIPAA) of 1996" protects the fundamental rights of nondiscrimination and health information privacy.
- (K) "Inspection fee" means a fee required to be paid for the inspection of an aircraft.
- (L) "License fee" means a fee required to be paid to obtain a license to operate an AMSO

in the state of Ohio.

- (M) "Operate" means to engage in conduct or activity in furtherance of the licensed activity at or from a physical location, owned, leased, or maintained by the licensee where employees report to work and aircraft are stored. Operate also includes the act of receiving a person within Ohio for transportation to a location within Ohio.
- (N) "Part 135 Certificate" means a certificate issued to the air operator by the FAA setting forth the air operating requirements for commuter and on-demand air operations and rules governing persons on board such aircraft.
- (O) "Permit fee" means a fee required to be paid to obtain a permit for each aircraft owned by AMSO.
- (P) "Primary aircraft" means an aircraft permitted in accordance with section 4766.07 of the Revised Code.
- (Q) "Reinspection fee" means a fee required to conduct an inspection as a result of the issuance of a violation notification.
- (R) "Satellite base" means a physical location other than headquarters from which a licensee operates.
- (S) "Temporary aircraft" means an aircraft used to temporarily replace a primary aircraft that is out-of-service until the primary aircraft is returned to service.

4766-5-02

Application for initial or renewal licensure.

[Comment: For dates and availability of material incorporated by reference in this chapter of the Administrative Code, see rule 4766-5-18 of the Administrative Code.]

(A) An AMSO applying for initial licensure shall file with the board an "Application for Air Medical License" form in the English language and shall submit the completed application to the board:

(1) Accompanied by the appropriate fees as set forth in rule 4766-5-03 of the Administrative Code; and

(2) With all required supporting documentation as set forth in this rule.

(B) An AMSO applying for renewal of a license shall file with the board a "Renewal Application for Air Medical License" form in the English language, and shall submit the completed application to the board:

(1) Accompanied by the appropriate fees as set forth in rule 4766-5-03 of the Administrative Code; and

(2) With all required supporting documentation as set forth in this rule that must be received by the board prior to the expiration date of the license.

(C) In addition to the requirements set forth in section 4766.04 of the Revised Code, for each application the AMSO applicant shall provide:

(1) The name of the service, organizational structure, and address of AMSO applicant to include as follows:

(a) Name;

(b) Identification of organizational structure as a corporation (whether for profit or not-for-profit); limited liability company; partnership; limited liability partnership; government unit; or sole proprietor (individual human);

(c) Tax identification (tax ID) number or employer identification number (EIN);

(d) All other names under which applicant plans to operate while using the same tax ID or EIN number. Business organizations with different tax

ID or EIN numbers cannot operate under the same license;

- (e) Copies of all trade name registrations and fictitious name registrations for all other names under which applicant plans to operate on file with the Ohio secretary of state;
 - (f) Address of physical location of applicant's headquarters (no post office box) shall be located in Ohio or another state ~~contiguous to Ohio~~;
 - (g) Mailing address of applicant.
- (2) All medicare provider numbers;
 - (3) All medicaid provider numbers;
 - (4) Ohio service areas including county;
 - (5) A list of the names of all officers, directors, and/or owners of the AMSO;
 - (6) The name, contact information, and state of Ohio medical license number of the service's medical director;
 - (7) For each satellite base, the AMSO shall provide the physical address, city, county, state, and zip code;
 - (8) The name of the primary contact person(s), business or administrative office telephone number, e-mail address, and if applicable, office fax number;
 - (9) Year of manufacture, make, model, tail number, and aircraft hours on airframe;
 - (10) A color photograph of the side of the applicant's aircraft displaying color scheme insignia, monogram, or other distinguishing characteristic. If multiple color schemes, insignias, monograms, or other distinguishing characteristics are used, a color photograph of each shall accompany application;
- (a) Color photographs shall be submitted to the division:
 - (i) With all initial "Application for Air Medical License" forms; and

- (ii) Within thirty days of the date a change is made to the aircraft's color scheme, insignia, monogram, or other distinguishing characteristics.
- (b) Digital photographs are preferred.
- (11) A ~~current~~ certificate of ~~liability~~ insurance with current vehicle (aircraft) and general liability insurance in the name of the applicant, listing state board of emergency medical, fire, and transportation services as a certificate holder with a thirty day cancellation notice as specified in section 4766.06 of the Revised Code;
 - (a) The actual name on the license application shall appear on the certificate of liability insurance;
 - (b) Each permitted aircraft with year, make, model, and tail number shall be listed on the certificate of liability insurance.
- (D) An application that is not completed in the manner as specified on the application or does not include all required documentation shall be deemed incomplete.
- (E) An application deemed incomplete shall not be considered and may be returned with the notation to the applicant indicating the reason the application is incomplete.
- (F) Failure to provide the required documents within thirty days of the date the initial "Application for Air Medical License" form is received by the division may result in the application being deemed incomplete.
- (G) An AMSO shall submit a completed "Renewal Application for Air Medical License" form, appropriate fees, and supporting documentation to the board prior to the expiration of the AMSO's license in order to be considered timely.
- (H) No applicant or licensed AMSO shall submit false information in order to obtain a license or permit.
- (I) A license is only valid for the AMSO for which it is issued and is not transferable.

4766-5-03

Fees.

- (A) Each AMSO shall pay an initial or renewal license fee of one hundred dollars annually.
- (B) Each AMSO shall pay a permit fee for each aircraft of one hundred dollars annually.
- (C) Each AMSO shall pay an inspection fee of one hundred dollars per aircraft annually.
- (D) Fees shall be submitted with the application.
- (E) All fees are nonrefundable.
- (F) Each AMSO shall pay a one hundred dollar reinspection fee for every aircraft that requires reinspection as a result of a violation notification issued by the board.
- (G) Each AMSO shall pay a temporary permit fee of one hundred dollars for each temporary permit to be obtained.
- (H) If an AMSO adds an aircraft to the service within thirty days of the service's expiration date, the permit and inspection fees will be waived at the time of renewal.
- (I) Each AMSO shall pay a re-print fee of five dollars for each decal that shall be re-printed as a result of the decal being lost, damaged, incorrectly applied, or incorrect aircraft information provided to the division by the service.

4766-5-04

Physical facilities.

[Comment: For dates and availability of material incorporated by reference in this chapter of the Administrative Code, see rule 4766-5-18 of the Administrative Code.]

(A) The board or its designee shall conduct initial and renewal inspections of all AMSOs pursuant to Chapter 4766. of the Revised Code and rules 4766-5-04, 4766-5-05, and 4766-5-06 of the Administrative Code to include the following:

(1) AMSO service headquarters;

(2) AMSO service satellite base(s).

(B) An AMSO shall not commence operations from its headquarters or satellite bases until the AMSO has met all requirements as set forth in section 4766.04 of the Revised Code and agency 4766 of the Administrative Code including satisfactory inspections of all physical locations.

(C) An AMSO shall ensure compliance with the inspection requirements for physical facilities. The inspection requirements for physical facilities of an AMSO are as follows:

(1) The physical facilities shall be clean and free of debris;

(2) The board issued license(s) shall be prominently displayed in conspicuous location(s) at every licensed facility (renewal inspection only);

(3) Crew quarters shall be clean;

(4) The physical facilities shall be compliant with state and local building codes;

(5) The physical facilities shall be compliant with state and local fire codes;

(6) The physical facilities shall maintain all single use supplies and equipment as set forth in the "Aircraft Inspection" form;

(7) Ohio state board of pharmacy license(s) shall be displayed at each location;

(8) A written sanitation plan as set forth in Chapter 4766-5 of the Administrative Code shall be on site for each location.

(D) The board or its designee may conduct announced and unannounced inspections at

any location a licensed AMSO operates at any time, including night or weekend inspections, to determine compliance with Chapter 4766. of the Revised Code and rules promulgated thereunder, including but not limited to:

- (1) AMSO service headquarters;
- (2) AMSO service satellite base(s);
- (3) Aircraft.

4766-5-05

Record keeping requirements.

[Comment: For dates and availability of material incorporated by reference in this chapter of the Administrative Code, see rule 4766-5-18 of the Administrative Code.]

(A) Each licensed AMSO shall maintain or have readily available the following at its headquarters:

- (1) Current copy of the organization's operating medical protocol(s) as filed with the Ohio state board of pharmacy [\(as applicable\)](#);
- (2) Verification of certification or license of all personnel;
- (3) A current and valid certificate of liability insurance issued by an insurer licensed to do business in Ohio that includes a thirty day notice of cancellation to the board in compliance with the terms set forth in section 4766.06 of the Revised Code listing the state board of emergency medical, fire, and transportation services as a certificate holder;
- (4) Records or other documents related to patient care or to emergency medical service personnel maintained by the licensed AMSO which shall be made available for review by the board or its designee in accordance with "45 C.F.R. 164.512";
- (5) Documentation as required under rule 4766-5-07 of the Administrative Code;
- (6) Current maintenance records for aircraft as specified in rule 4766-5-09 of the Administrative Code;
- (7) Current maintenance records for all equipment used for patient care as specified in rule 4766-5-09 of the Administrative Code;
- (8) Dispatch log;
- (9) Written plan for restocking of supplies or compliance with paragraph (C)(6) of rule 4766-5-04 of the administrative Code;
- (10) Ohio state board of pharmacy license and addendum [\(as applicable\)](#);
- (11) DEA registration certificate (as applicable);
- (12) Clinical laboratory improvement amendments (CLIA) waiver (as applicable)

in accordance with "42 C.F.R. 493";

(13) Current written plan for the handling and disposal of bio-medical infectious materials in accordance with "29 C.F.R. 1910.1030";

(14) "14 C.F.R. 135 Part Certificate";

(15) Statutorily required permits and licenses such as fuel, oil, or hazardous waste;

(16) Emergency contact list with telephone numbers;

(17) Copy of written sanitation plan as described in rule 4766-5-07 of the Administrative Code.

(B) A licensed AMSO shall maintain or have readily available the following at each satellite base:

(1) Current copy of the organization's operating medical protocol(s) as filed with the Ohio state board of pharmacy;

(2) Documentation that meets the requirements set forth in rule 4766-5-07 of the Administrative Code;

(3) Written plan for restocking of supplies or compliance with paragraph (C)(6) of rule 4766-5-04 of the Administrative Code;

(4) Ohio state board of pharmacy license(s) and addendum(s);

(5) Current written plan for the handling and disposal of bio-medical infectious materials in accordance with "29 C.F.R. 1910.1030;"

(6) DEA registration(s);

(7) "14 C.F.R. Part 135 Certificate;"

(8) Statutorily required permits and licenses such as fuel, oil, or hazardous waste;

(9) Emergency contact list with telephone numbers;

- (10) Copy of written sanitation plan as described in rule 4766-5-07 of the Administrative Code.

- (C) Upon licensure, each licensed AMSO shall prominently display the original certificate of licensure at its headquarters and each satellite base.

- (D) Patient records shall be maintained in accordance with this rule.
 - (1) Each licensed AMSO shall maintain accurate records that contain the information set forth in paragraph (D)(2) of this rule concerning the transportation of each patient for a period of seven years from the date of the transport;

 - (2) Each record shall include, at minimum, the following:
 - (a) Patient's name;

 - (b) Patient's gender;

 - (c) Patient's age;

 - (d) Patient's date of birth;

 - (e) Patient's address;

 - (f) Location address of incident or pickup;

 - (g) Patient's chief complaint;

 - (h) Patient's history, including:
 - (i) Current medical condition;

 - (ii) List of current medications;

 - (iii) Allergies;

 - (iv) Vital signs and time assessed;

- (a) Blood pressure;
 - (b) Pulse;
 - (c) Respiration;
 - (i) Any responsible guardian;
 - (j) Advanced directives, if applicable;
 - (k) Final destination;
 - (l) Treatment rendered;
 - (m) The following times:
 - (i) Time call received;
 - (ii) Dispatch time;
 - (iii) Enroute time;
 - (iv) On-scene time;
 - (v) Departure from scene time;
 - (vi) Arrival at destination time;
 - (n) The names and level of certification or licensure for all EMS providers and other medical personnel;
 - (o) The names of any non-EMS certified personnel, if applicable.
- (3) A copy of the record for each patient shall be provided to the receiving facility, which includes all the information required, no later than twenty-four hours from time of dispatch.

4766-5-06

Communication requirements.

[Comment: For dates and availability of material incorporated by reference in this chapter of the Administrative Code, see rule 4766-5-18 of the Administrative Code.]

(A) All licensed AMSO communication centers shall comply with the following:

- (1) Shall be equipped with a base station capable of two-way communications ~~with associated radios on an assigned frequency.~~
- (2) The base station shall be staffed during all phases of aircraft operations.
- (3) The communication center shall demonstrate and maintain a voice communications linkage with the radios used in the permitted aircraft within the declared service area.
- (4) All in-coming and out-going telephone and radio transmissions regarding medical transports shall be recorded on a system with time recording and playback capabilities.
 - (a) Recordings shall be kept for at least thirty days from the day of recording;
 - (b) Recordings shall be made available to the board upon request.
- (5) An emergency plan for communications during power outages and in disaster situations shall be established.
- (6) Service area maps and/or navigational charts or mapping software shall be readily available.

(B) All permitted aircraft shall be equipped with two-way communications capable of communication with the licensed AMSO's communication center, air traffic control, and medical control.

- (1) The pilot shall be able to control and override radio transmissions from the cockpit in the event of an emergency situation;
- (2) Medical team members shall be able to communicate with each other during flight. Rotorcraft air ambulance medical personnel shall wear headsets and/or helmets with communication capabilities during medical transports;

(C) All licensed AMSOs shall maintain a detailed radio/communications log that

documents, at a minimum, the following:

- (1) Time call received;
- (2) Location of call, requesting agency;
- (3) Nature of call;
- (4) Initial dispatch time;
- (5) Time enroute, as applicable;
- (6) Estimated time of arrival (ETA), as applicable;
- (7) Time of arrival on-scene, as applicable;
- (8) Departure from scene time;
- (9) Arrival at destination time;
- (10) Souls on-board;
- (11) Pilot(s) name(s);
- (12) Date of service;
- (13) Fuel on-board;
- (14) Estimated flight time, as applicable;
- (15) Time in-service, as applicable.

(D) Radio equipment used in permitted aircraft shall meet the FCC requirements specified in "47 C.F.R. 90.203" and all FAA rules and regulations.

(E) If an AMSO contractually uses another communication center for dispatch purposes, the communication center shall provide written certification of compliance with Chapter 4766. of the Revised Code and agency 4766 of the Administrative Code as

applicable.

4766-5-07

Health and safety requirements.

[Comment: For dates and availability of material incorporated by reference in this chapter of the Administrative Code, see rule 4766-5-18 of the Administrative Code.]

- (A) Each licensed AMSO shall comply with all occupational safety and health administration bloodborne pathogens regulations as set forth in "29 C.F.R. part 1910.1030."
- (B) A licensed AMSO shall ensure that sanitation procedures are provided to all personnel in a written document that conforms to current standards as set forth in occupational safety and health administration bloodborne pathogens protocol.
- (C) A licensed AMSO shall maintain and follow a written sanitation plan that conforms to the latest bloodborne pathogens standards as written by the occupational safety and health administration. The following documentation shall be maintained for each aircraft:
 - (1) Sanitation schedule;
 - (2) Date the sanitation was completed;
 - (3) Documentation of who performed sanitation.

4766-5-08

Inspection of aircraft and equipment requirements.

[Comment: For dates and availability of material incorporated by reference in this chapter of the Administrative Code, see rule 4766-5-18 of the Administrative Code.]

- (A) All aircraft to be permitted shall be made available for inspection.
- (B) Except as otherwise provided in this chapter, no AMSO shall operate an aircraft without obtaining a permit from the board. In addition to submitting the appropriate fee and application to obtain a permit, an aircraft shall meet or comply with the following inspection requirements:
- (1) The name of the AMSO shall be permanently affixed to each aircraft with letters being a minimum height of three inches on both sides and a minimum height of one and one half inches on the back.

If an AMSO is under contract which requires other signage or if the AMSO is operating under another name, each aircraft shall have permanently affixed lettering with a minimum height of one and one half inches on the rear and both sides of the of aircraft that states:

- (a) Owned and operated by [AMSO's name]; or
 - (b) Operated by [AMSO's name]; or
 - (c) Owned by [AMSO's name].
- (2) A current and valid FAA certificate which demonstrates airworthiness, in compliance with "14 C.F.R. 21," "14 C.F.R. 43," and "14 C.F.R. 91" shall be readily available at the time of the inspection or upon request of the board or its designee.
- (3) An aircraft used as a medical aircraft shall contain all equipment and supplies set forth in the "[Rotor Wing Aircraft Inspection](#)" form and "[Fixed Wing Aircraft Inspection](#)" form to include the following types of equipment:
- (a) Isolation equipment;
 - (b) Airway equipment;
 - (c) Onboard definitive care equipment;
 - (d) Bleeding control/burn equipment;

- (e) Suction equipment;
 - (f) Medical gas and equipment;
 - (g) Adjunct equipment; and
 - (h) Intravenous equipment.
- (C) An AMSO shall ensure that all aircraft permits are displayed in a manner that complies with all applicable federal aviation regulations and on each aircraft in accordance with division (B)(3) of section 4766.07 of the Revised Code.
- (D) A permitted aircraft that is being used as an air medical aircraft shall comply with the requirements of airworthiness in compliance with "14 C.F.R. 21," "14 C.F.R. 43," and "14 C.F.R. 91" and with the requirements set forth in the "Aircraft Inspection" form, which shall include carrying specified definitive equipment.
- (E) All equipment and supplies shall have current expiration dates where applicable.
- (F) Disposable equipment is acceptable where applicable.
- (G) All equipment shall be securely stored in each aircraft.
- (H) All violation notifications issued by the board or its designee shall be corrected.
- (I) Each aircraft that receives a violation notification shall be placed out-of-service until:
- (1) It passes reinspection by the board or its designee; or
 - (2) For seventy-two hour violation notifications, the violation has been corrected and the "Violation Notification" form is signed and returned to the division along with supporting documentation showing the violation has been corrected.
- (J) A permit is not transferable.
- (K) Each permitted aircraft shall be free from dirt, stains, impurities and/or foreign matter in pilot's compartment and patient care compartments.

4766-5-09

Maintenance documentation.

[Comment: For dates and availability of material incorporated by reference in this chapter of the Administrative Code, see rule 4766-5-18 of the Administrative Code.]

- (A) A licensed AMSO shall ensure that all permitted aircraft are in compliance at all times with FAA regulations pertaining to safety and maintenance operating specifications set forth in "14 C.F.R. Part 135 Certificate" under which the AMSO operates.
- (B) A licensed AMSO shall ensure performance and maintain documentation of all periodic maintenance and repairs of bio-medical equipment as required by the manufacturer and/or the food and drug administration for a period of two years from date of repair or maintenance. Information shall include but not be limited to the following:
- (1) Date of last bio-medical inspection;
 - (2) Date of service or repair;
 - (3) Description of service or repair performed;
 - (4) Documentation of who performed inspection, service, or repair;
 - (5) Documentation of inspection, service, or repair performed.
- (C) A licensed AMSO shall maintain documentation of all periodic maintenance of patient care equipment as required by the original equipment manufacturer, including but not limited to the following:
- (1) Date of last inspection;
 - (2) Date of service or repair;
 - (3) Description of service/repair performed;
 - (4) Name of who performed inspection, service, or repair;
 - (5) Documentation of inspection, service, or repair performed.
- (D) Aircraft records shall be kept for a period of twelve months after the aircraft is removed from inventory.

4766-5-12

Temporary use of aircraft and disaster operations.

[Comment: For dates and availability of material incorporated by reference in this chapter of the Administrative Code, see rule 4766-5-18 of the Administrative Code.]

- (A) No AMSO shall operate an aircraft without a permit issued in accordance with section 4766.07 of the Revised Code except as provided in paragraph (E) of this rule.
- (B) An AMSO aircraft that has not been issued a permit by the board may be issued a temporary permit, for a period not to exceed sixty days, if the aircraft is used to replace a permitted AMSO aircraft that has been temporarily taken out of service for repair or maintenance or is being permanently replaced. In order to obtain a temporary permit, an AMSO shall submit a ~~"Temporary Aircraft" form to the board~~ [request for a temporary aircraft permit using the MTLs online system](#) containing:
- (1) Identification number of the permitted AMSO aircraft;
 - (2) Date permitted AMSO aircraft was placed out of service;
 - (3) Identification number of the AMSO aircraft to receive a temporary permit;
 - (4) Date temporarily permitted AMSO aircraft is to be placed in service;
 - ~~(5) Reason the permitted AMSO aircraft was taken out of service.~~
- (C) The AMSO shall clearly and conspicuously display the temporary aircraft permit in any temporary aircraft used by the AMSO.
- ~~(D) Any temporary aircraft permit not in use shall be stored and made readily available to the board upon request.~~
- (D) A temporarily permitted aircraft shall not be operated unless it meets the requirements set forth in paragraph (B) of rule 4766-5-08 of the Administrative Code and the insurance requirement set forth in division (B) of section 4766.06 of the Revised Code.
- (E) In the event of a disaster situation when permitted aircraft based in the locality of the disaster situation are incapacitated or insufficient in number to render services needed, a licensed AMSO may utilize whatever means necessary to transport and treat patients.

4766-5-13

Staffing compliance.

- (A) All AMSOs must comply with the staffing requirements under section 4766.17 of the Revised Code.

- (B) An AMSO, licensed under this chapter, that operates a permitted rotorcraft or fixed wing air ambulance shall staff the aircraft with, at a minimum, a physician who holds a current and valid license issued under Chapter 4731. of the Revised Code or a registered nurse who holds a current and valid license issued under Chapter 4723. of the Revised Code, and a paramedic or one other person, designated by the medical director of the AMSO, who holds a current and valid certificate or license to practice a health care profession in this state.

- (C) An AMSO, licensed under this chapter, that operates a permitted rotorcraft or fixed wing air ambulance shall employ as a medical director an individual who holds a current and valid license issued under Chapter 4731. of the Revised Code authorizing the practice of medicine and surgery or osteopathic medicine and surgery.

4766-5-15

Changes to be reported to the board.

[Comment: For dates and availability of material incorporated by reference in this chapter of the Administrative Code, see rule 4766-5-18 of the Administrative Code.]

- (A) Each licensed AMSO shall give written notification to the board within ten business days of any additions, deletions, or changes in:
- (1) Executive officers or board members;
 - (2) Medical director, including:
 - (a) Contact information; and
 - (b) Medical license number;
 - (3) Ownership of a licensed AMSO;
 - (4) Tax ID or EIN number;
 - (5) The name of the primary contact person(s), business or administrative office telephone number, email address, and if applicable, office fax number;
 - (6) FCC license modifications;
 - (7) Certificate of insurance for general liability or aircraft liability.
- (B) Within ten days of the date a permitted aircraft is permanently withdrawn from service, the licensed AMSO shall return to the board a completed "Deletion of Aircraft" form and the decal that was required to be displayed on the aircraft.
- (C) If an AMSO operates or plans to operate in more than one location under the same or different identities, the AMSO shall apply for licensure on the "Application for New Satellite" form and meet all requirements for licensure or renewal of a license, except payment of a license fee or renewal fee for operating at each separate location.
- (D) Within ten business days of the date a licensed AMSO ceases to operate a satellite base, it shall return to the board the certificate of licensure.
- (E) Within ten business days of the date a licensed AMSO ceases to operate, it shall return to the board all decals, temporary aircraft permits, and certificates of

licensure.

- (F) A licensed AMSO may apply at any time for change of address of headquarters location. The application shall be made on the "Headquarters Change of Address" form and include the one hundred dollar license fee. The AMSO shall also ensure compliance with rule 4766-5-04 of the Administrative Code. A change in headquarters address does not change the expiration date of the license.

4766-5-16

Investigations.

- (A) The division shall investigate all complaints on behalf of the board and in accordance with section 4766.11 of the Revised Code.
- (B) After an investigation is completed and based on the findings of such investigation, the board may initiate disciplinary proceedings in accordance with Chapter 119. of the Revised Code and this chapter.
- (C) If, based on the findings of an investigation, the board determines that no further action on a complaint is warranted, then the case shall be closed accordingly.
- (D) The division shall conduct all investigations and any related proceedings, in such a manner as to protect patient confidentiality and in accordance with section 4765.102 of the Revised Code.
- (E) Notwithstanding paragraph (D) of this rule, a patient may consent to have the board release the patient's name or other identifying information that was collected as part of the division's investigation. Such consent shall be in writing and signed by the patient in order to be considered proper.

If a patient is less than eighteen years of age, such consent shall be in writing and signed by the patient's parent, guardian, or legal custodian in order to be considered proper.
- (F) No member of the board who participates in an investigation shall participate in any further adjudication of the case.
- (G) No member of the board who participates in an investigation at the local level or is involved in a case locally, shall participate in any investigation or adjudication of the same case by the board.

4766-5-17

Disciplinary grounds.

- (A) The board may, pursuant to an adjudicatory hearing under Chapter 119. of the Revised Code and section 4766.08 of the Revised Code, and by a vote of the majority of all members, suspend, revoke, or refuse to renew any license or permit or issue a fine not to exceed more than fifteen hundred dollars, for any of the following reasons:
- (1) Any violation of Chapter 4766. of the Revised Code or any rules adopted thereunder;
 - (2) Refusal to permit the board or its designee to inspect an aircraft, inspect the records, or inspect the physical facilities of a licensed AMSO;
 - (3) Failure to meet aircraft standards as set forth in Chapter 4766. of the Revised Code or any rules adopted thereunder;
 - (4) Violation of an order issued by the board;
 - (5) Failure to comply with the terms of any agreement entered into with the board.
- (B) Within sixty days of receipt of a complete application for licensure, pursuant to division (F) of section 4766.04 of the Revised Code, the board shall deny an application if it determines that the applicant does not meet the requirements of Chapter 4766. of the Revised Code and rules promulgated thereunder.

4766-5-18

Incorporated by reference.

- (A) "14 C.F.R. 21" (March 5, 2018), "14 C.F.R. 43" (March 5, 2018), and "14 C.F.R. 91" (July 18, 2019) establish the FAA airworthiness standards requiring aircraft to be in a condition for safe operation and maintenance.
- (B) "14 C.F.R. Part 135 Certificate" or "14 C.F.R. Part 135 Air Carrier and Operator Certification" (August 26, 2019) is the certificate that an air medical service must obtain, via the federal aviation administration to operate. Information to obtain the certification can be accessed at https://www.faa.gov/about/initiatives/atos/135_certification/.
- (C) "29 C.F.R. 1910.1030" (April 3, 2012) covers exposure to blood or other potentially infectious materials.
- (D) "42 C.F.R. 493," "Clinical Laboratory Improvement Amendments (CLIA)" (October 20, 2017) is a program that regulates laboratories performing testing on patient specimens in order to ensure accurate and reliable test results.
- (E) "45 C.F.R. 164.512" (January 6, 2016) specifies what information can be shared under the HIPAA laws.
- (F) "47 C.F.R. 90.203" (June 5, 1979) covers regulations for radio equipment.
- (G) "~~Aircraft Inspection~~[Rotor Wing Aircraft Inspection](#)" form or form "EMS 4025" (~~August, 2019~~[July 2024](#)) can be accessed at the division's website at <https://www.ems.ohio.gov/medical-transportation-forms.aspx>.
- (H) "[Fixed Wing Aircraft Inspection](#)" form or form "[EMS 4035](#)" ([July 2024](#)) can be accessed at the division's website at <https://www.ems.ohio.gov/medical-transportation-forms.aspx>.
- (I) [The MTLS online system collects and manages information in categories including service details; medical director; call volumes; communication equipment; service areas; contact information; insurance details; vehicle liability; company executives; satellite locations; vehicle information; and facility and vehicle inspection information. MTOs register and create an account to access the MTLS online system and use it to apply for, renew, and manage a medical transportation license.](#)
- (H) "~~Application for Air Medical License~~" form or form "~~EMS 4003~~" (~~January, 2018~~) can be accessed at the division's website at <https://www.ems.ohio.gov/medical-transportation-forms.aspx>.
- (I) "~~Application for New Satellite~~" form or form "~~EMS 4005~~" (~~June, 2014~~) can be accessed at the division's website at

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~~<https://www.ems.ohio.gov/medical-transportation-forms.aspx>.~~

~~(J) "Deletion of Aircraft" form or form "EMS 4013" (April, 2016) can be accessed at the division's website at <https://www.ems.ohio.gov/medical-transportation-forms.aspx>.~~

~~(K) "Headquarters Change of Address" form or form "EMS 4004" (April, 2016) can be accessed at the division's website at <https://www.ems.ohio.gov/medical-transportation-forms.aspx>.~~

~~(L) "Renewal Application for Air Medical License" form or form "EMS 4042" (May, 2018) can be viewed at the division's website at <https://www.ems.ohio.gov/medical-transportation-forms.aspx>.~~

~~(M) "Temporary Aircraft" form or form "EMS 4046" (August, 2019) can be accessed at the division's website at <https://www.ems.ohio.gov/medical-transportation-forms.aspx>.~~

~~(N)~~ (J) "Violation Notification" or form "EMS 4029" (July, 2018July 2021) is issued by the board to an Air Medical Services Organization that is in violation of Chapter 4766. of the Revised Code and 4766 of the Administrative Code, and a sample of the form can be viewed at <https://www.ems.ohio.gov/medical-transportation-forms.aspx>.